



Town of Garrett Park  
PO Box 84  
4600 Waverly Avenue  
Garrett Park, Maryland 20896

Regular Meeting of Town Council  
Garrett Park Town Hall  
10814 Kenilworth Avenue  
Garrett Park, Maryland 20896

## **Town Council Meeting: October 8, 2018**

### **Minutes**

**Call to Order:** Mayor Kacky Chantry called the meeting to order at 7:37 PM. Present were Councilmembers Jane McClintock, Phil Schulp, Stephen Paczkowski, and Hans Wegner. Councilmember Joanna Welch was out of town and therefore unable to attend. Also present were Town Manager Gene Swearingen, Town Assistant Elizabeth Henley, approximately ten Town residents, and Ed Lincoln representing the Bugle.

**Mayor Kacky's Opening Remarks:** The Mayor spoke about a person who had tripped and fallen at the "Attic in the Street Sale" on Saturday, September 29, due to a shallow pot hole in the street. Town Manager Gene Swearingen referred the individual to LGIT to make their claim. Maintenance Supervisor Butch Frost will cold patch the area.

Mayor Kacky said the Town will purchase two benches: A new one at the intersection of Keswick and Oxford and a replacement at Rokeby and Clyde; and a third bench to be donated by the Women's club. Any resident or committee interested in donating a bench should contact the Neighbors Helping Neighbors Committee or the Town Office.

The Mayor asked that the November 12<sup>th</sup> Town Council meeting be rescheduled to Monday, November 19. The 12<sup>th</sup> is a federal holiday (in honor of Veteran's Day), and the Town Office will be closed.

**Presentations by Residents:** Clermont resident Chau would like police protection in Garrett Park. This item went on the Parking Lot List and will be further discussed with the Town Office staff and Phil Schulp, Council liaison for security.

**Approval of Agenda:** The Agenda was unanimously approved by all present as amended, which included Councilmember McClintock's request to have her Discussion item of the Update on the Arboretum Plan moved from last to first, and with the elimination of Councilmember Welch's Update on the Town Manager removed since she was not present at the meeting.

**Approval of Minutes:** The September 17 meeting minutes were approved with two changes: under **Action**, Councilmember Schulp requested replacing the wording of "recognition that the project *will cost* more..." to "recognition that the project *may need to consider* more..." Councilmember Wegner requested that on page 2 under **Discussion**,

the word "County" be corrected to "SHA representative." He also requested a rewrite of the four summer Town Council meeting minutes to which Councilmember Schulp suggested "with shorter context."

**Action:**

**Approval of Ordinance amending the FY2019 Operating and Capital Budgets to reflect funding of the SRTS project – Mayor Kacky.** In the fifth "whereas," delete "take" and add "consider taking". With that change, Councilmember McClintock moved to approve the ordinance, councilmember Schulp seconded and it was approved unanimously. The approved ordinance is attached to these minutes.

**Approval of Procurement—Replacement of Town Hall Roof—Councilmember Paczkowski** spoke of the storm damage from this past spring and stated that the hall needs a new roof of asphalt shingles in time for the coming winter with a price of \$12,500. Councilmember Paczkowski moved approval of the procurement, Councilmember McClintock seconded the motion and it was approved unanimously.

**Approval of Procurement—repairs to the Penn Place outside staircase—**  
**Councilmember Schulp** spoke about rotten wood and rusted metal in urgent need of repair on the outside stairs and that there needs to be protective metal to the second level landing. The Town received an estimate of "not to exceed" \$20,000 from resident Bill Millard to do this work. Councilmember Schulp moved approval of the procurement, Councilmember McClintock seconded the motion and it was approved unanimously.

**Approval of Procurement—computer equipment, software and installation—Town Manager Gene Swearingen** presented the need for greater security, a separate server and an additional computer for the Town Office in order for our equipment to function consistently and well. The Island Joe Group whom we met at the June MML Conference had provided a thorough assessment of our IT environment with recommendations. The total funds requested for the equipment and installation was \$22,500 with \$7,500 of that total being funded from line item 11.4 of the Operating Budget for professional fees, and \$15,000 from the Capital Budget line item 30.2. Councilmember Schulp moved approval of the requested funds, Councilmember Paczkowski seconded, and it was approved unanimously.

**Discussion:**

**Update on Arboretum Plan—Councilmember McClintock** announced the start of the Annual Fall Tree Walk on Sunday, November 4, at 1:00pm in front of the Post Office at Penn Place. She also mentioned that there would be a new schedule for Arboretum Committee meetings and gave a brief report on the progress of the comprehensive Town tree inventory being conducted by Natural Resources Design.

**Update on SRTS Project—Mayor Kacky** said the Town will be cataloging for the administrative record earlier comments submitted in writing by consulting parties as well as any earlier correspondence written by the Town in response to these same individuals. by Date, time and key words will also be part of this matrix. This administrative record

has been requested by the Federal Highway Administration per their compliance review of Section 106, a provision of the National Historic Preservation Act.

**Update on Town Hall—Councilmember Paczkowski** spoke about the Town Hall Open House on Saturday, October 6 that he and Historic Preservation Committee member Perry Chapman hosted. Many town residents participated in the discussion and lots of renovation ideas were provided. A survey form was distributed to gather more ideas. The survey will also be available in the Post Office and in the November Bugle.

**Update on Traffic and Parking—Councilmember Schulp** mentioned that he will be coordinating schedules with committee members for a meeting.

**Update on Strathmore /Keswick Pedestrian Beacon Light—Councilmember Wegner** reported that the Town is waiting on a response from SHA regarding the possibility of a flashing warning light on Knowles hill to warn drivers that they are approaching a pedestrian crosswalk. He also mentioned that the Town is looking into the stormwater runoff problems affecting the northern end of Clermont Ave, next to 10930 Clermont Ave. Mayor Kacky added that members of the Ad Hoc Stormwater Task Force are interested in working with the Town to help address the stormwater management issues around Town, such as this one at Clermont. Councilmember Wegner also mentioned that repaving certain street sections would begin early next year.

**Town Manager Report:** Town Manager Gene Swearingen gave his report.

**Adjournment:** Mayor Kacky adjourned the meeting at 9:21 PM.



Respectfully submitted,

Gene Swearingen, Clerk-Treasurer

